

**MINUTES OF THE
PROFICIENCY TESTING COMMITTEE MEETING
SEPTEMBER 17, 2002**

The Proficiency Testing Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, September 17, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chair RaeAnn Haynes of the State of Oregon DEQ led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B and the List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the meeting agenda.*

INTRODUCTION

Ms. Haynes called the meeting to order and took attendance.

MINUTES AND ACTION ITEM REVIEW

Minutes from the September 3, 2002, teleconference were reviewed and accepted as written.

ACTION ITEMS

- Ms. Haynes spoke with Jeanne Hankins concerning the description key of the analyte, method, and technology documents being formulated into a header. She announced that the Committee might need to do this and resubmit a new document.
- Anand Mudambi is working with PT providers and states agencies to develop a uniform electronic format for reporting proficiency testing results
- Ms. Haynes will inform Ms. Hankins that the Committee will be presenting a straw-man presentation at NELAC 8i concerning over-site criteria with PTOB/PTPA's and various other concerns with the appendices from Chapter 2.

FOT ACCEPTANCE CRITERIA SUBCOMMITTEE STATUS

Ms. Haynes announced that Barbara Burmeister is now the Chair of the FOT Subcommittee. The FOT Subcommittee met recently and discussed several issues. One of the issues concerned adding RCRA solid analytes to the FOT list. Another concern was a list of parameters received regarding drinking water, wastewater and hazardous aqueous wastes. The Subcommittee will present a request for data from Proficiency Testing Providers that requires 10 sets of data points for analytes to be added to the RCRA FOT lists. The Subcommittee also discussed when to bring recommendations to the PT Committee concerning the current PT analytes that have had problems in the past. The target date will be after the next teleconference call that is scheduled for October 8th.

UNIFORM ELECTRONIC REPORTING FORMAT

Mr. Mudambi is working on the uniform electronic format for proficiency test results. He is working on converting electronic PT results (sent to Accrediting Authorities by PT providers) into test files based on a uniform format developed by an interagency effort. These test files will be then be checked for direct entry into AA databases.

STATUS OF ONGOING PT PROVIDER MONITORING CRITERIA SUBCOMMITTEE

Ralph Obenauf was absent at today's teleconference and will give a report on the Ongoing PT Provider Monitoring Criteria Subcommittee at the next teleconference.

WET SUBCOMMITTEE STATUS

Jim Pletl gave a report concerning the WET Subcommittee. He presented various questions to the Committee concerning inconsistencies in the method and analyte code lists. The lists are constantly changing and any suggestions for changes need to be submitted for discussion during teleconferences.

CHANGES TO APPENDICES

The Committee discussed the Appendices of Chapter 2. Ms. Haynes will inform Ms. Hankins that the Committee will present a straw-man at the NELAC 7i conference concerning over-site criteria for PTOB/PTPA's. Mr. Mudambi volunteered to work on putting the straw-man together.

MEMBERSHIP AND OUTREACH COMMITTEE UPDATE

Ms. Haynes announced that the Membership and Outreach Committee is willing to have a representative from their Committee attend teleconferences of the various other committees if the need arises.

FUTURE TELECONFERENCES

The next teleconference will be Tuesday, October 1, 2002, at 1:00 p.m. EDT.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

AGENDA
PROFICIENCY TESTING COMMITTEE MEETING
SEPTEMBER 17, 2002

1. Minutes and status of action items from the September 3rd Conference
2. Changes to Appendix D
3. FOT Acceptance criteria subcommittee status (RaeAnn)
4. Uniform electronic reporting format (Anand)
5. Ongoing PT provider monitoring criteria subcommittee status (Ralph)
6. WET subcommittee status (Jim)
7. Comments/questions received
8. EPA/NIST items
9. Membership and Outreach Committee update
10. Other items or issues

ATTACHMENT B

**ACTION ITEMS
PROFICIENCY TESTING COMMITTEE MEETING
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Item No.	Date Proposed	Action	Date to be Completed
1.	9/17/02	Ms. Haynes will inform Ms. Hankins that the Committee will be presenting a straw poll at NELAC 7i concerning oversite criteria with PTOB/PTPA's and various other concerns with the appendices from Chapter 2.	9/24/02
2.	9/17/02	Mr. Mudambi will work on putting together the straw poll for the Conference.	10/1/02
3.	8/20/02	Mr. Mudambi will finalize the uniform electronic format once he receives feedback from various states.	ASAP
4.	7/10/02	The Committee will work with the EPA to revise the Criteria Document.	Ongoing
5.	7/10/02	Find a mechanism to develop a proficiency testing database for monitoring proficiency test study data.	Ongoing
6.	7/10/02	Produce standardized analyte and technology codes.	Ongoing
7.	7/10/02	Preparation methods are working to create a basic structure of acceptance criteria for everyone to follow.	OPEN

**LIST OF PARTICIPANTS
PROFICIENCY TESTING COMMITTEE MEETING
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Name	Affiliation	Address
RaeAnn Haynes, Chair	State of Oregon DEQ	T: (503) 229-5983 F: (503) 229-6924 E: haynes.raeann@deq.state.or.us
Sharon Dahl (Absent)	Minnesota Department of Health	T: (612) 676-5243 F: (612) 676-5317 E: Sharon.Dahl@health.state.mn.us
John Griggs	USEPA/OAR	T: (334) 270-3450 F: (334) 270-3454 E: griggs.john@epa.gov
Larry Jackson (Absent)	Environmental Quality Management	T: (603) 924-6852 F: (603) 924-6346 E: lpjackson@msn.com
Tom McAninch	Eastman Chemical Company	T: (903) 237-5473 F: (903) 237-6395 E: twmcan@eastman.com
Michael Miller	NJ DEP - Lab Certification Office of QA	T: (609) 633-2804 F: (609) 777-1774 E: mmiller1@dep.state.nj.us
Anand Mudambi	US Army Corps of Engineers	T: (703) 603-8796 F: (703) 603-9112 E: mudambi.anand@epa.gov
Ralph Obenauf (Absent)	SPEX CertiPrep, Inc.	T: (732) 549-7144 F: (732) 603-9647 E: robenauf@spexcsp.com
Jim Pletl	Hampton Roads Sanitation District (HRSD)	T: (757) 460-4246 F: (757) 460-2372 E: jpletl@hrsd.dst.va.us
Marykay Steinman	M.J. Reider Associates, Inc.	T: (610) 374-5129 F: (610) 374-7234 E: msteinman@mjureider.com
Edith Daoud (Contractor support)	Anteon Corporation	T: (702) 731-5550 ex. 220 F: (702) 731-4127 E: edaoud@anteon.com